

CONTRACT AND GRANT COORDINATOR

DISTINGUISHING FEATURES

The fundamental reason the Contract and Grant Coordinator exists is to develop, administer, monitor and report on contracts, grants and intergovernmental agreements in the Transportation Department. This classification performs responsibilities under general direction from the Transportation Planning Director. The Contract and Grant Coordinator is responsible for analyzing, administering and evaluating contracts and grants related to transportation-type activities.

ESSENTIAL FUNCTIONS

Analyzes, develops, administers and reports on transportation contracts, especially transit operation agreements. Evaluates contractor performance and maintains appropriate records. Verifies contract expenditures and authorizes payments.

Reviews, analyzes, processes, administers and reports on intergovernmental agreements for transit services. Monitors the provider for service performance under the contractual requirements and reported results.

Reviews, analyzes, develops and administers department grant accounts. Ensures grant compliance. Maintains a working knowledge of federal grant standards, especially the Federal Transit Administration master agreement and its associate regulations. Identifies grant opportunities and analyzes proposal costs and benefits with recommendations to senior management.

Provides guidance, in accordance with the City Attorney's Office, regarding points of law for contractual issues and proper contract formation.

Coordinates procurement of other transportation-related services. Develops scopes of work and other contract provisions in compliance with public procurement regulations.

Monitors contract and grant expenditures. Develops, documents and maintains automated accounts. Prepares revenue projections. Develops contract and grant information for department budget.

Participates in the development and monitoring of division capital, grant and operating budgets. Uses city financial system to research and monitor revenues and expenditures.

Investigates/resolves public complaints regarding transportation contract performance, especially transit service delivery. Assists with community outreach efforts regarding transit services.

Conducts research, identifies trends, develops forecasts, performs analyses to evaluate cost efficiency and the effectiveness of transit operations.

Actively participate in the formulation, analysis and administration of policies, procedures and division guidelines to ensure compliance with regulatory agencies.

Obtains data on transit performance either by directly monitoring data collection or through contractual arrangement with other entities.

Monitors repayment by outside parties and coordination with Risk Management Division of damaged transit facilities.

MINIMUM QUALIFICATIONS

Knowledge, Skills and Abilities

Knowledge of:

Public Administration principles and practices, governmental fund accounting, cost accounting, and computerized financial systems

Basic accounting practices

Ability to:

Comfortable deal with the public on a regular basis. Communicate effectively with the public, co-workers, City Officials, community groups and contractors.

Comprehend and make inferences from complex written materials, develop logical solutions and prepare/present reports with clearly organized thoughts and proper sentence construction.

Operate office equipment including a computer which requires arm, hand and eye coordination

Lift and carry materials weighing up to 25 pounds

Operate a motor vehicle to conduct periodic field checks of contractor performance with a valid standard Arizona Drivers License without any major driving violations in the last 39 months.

Education and Experience

Any combination of education and experience equivalent to a bachelor degree in Business/Public Administration or a closely related field and three years experience in contract or grant development and administration or public procurement processes.

FLSA STATUS: exempt

HR ORDINANCE STATUS: Unclassified